

CIB Grow and Share Submission Guide

Step-by-step guide for event proposal submission

Things to note before filling in the form:

1. Read through the entire form before starting to fill it out.
2. Gather any necessary information you might need before attempting to fill in the form. Please note that the form cannot be saved as a draft and must be completed in one sitting.

This form is split into 3 main sections:

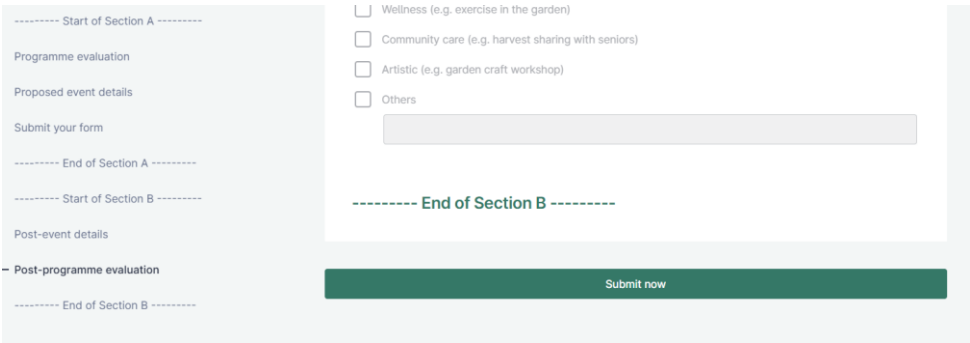
- **Section 1: Pre-event proposal submission** (inclusive of Grow and Share Programme Evaluation survey)
- **Section 2: Confirmation by NParks** (CIB team).
- **Section 3: Post-event reporting submission** (inclusive of Grow and Share Programme Evaluation survey)

Sections 1 & 3 are for CIB gardeners to fill in, while section 2 will be completed by the NParks(CIB team).

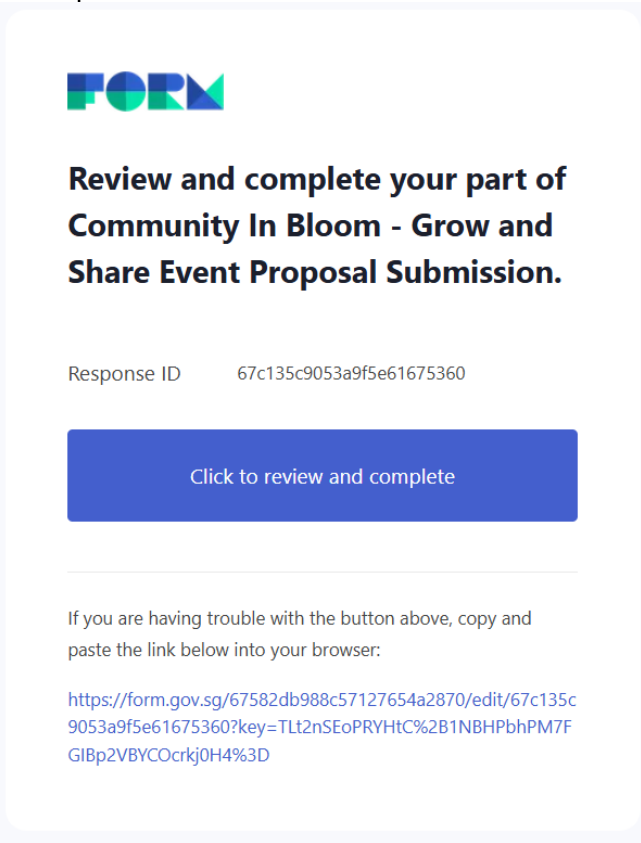
You can fill in the form on your mobile device or desktop. We recommend filling it in on desktop for ease of typing.

Section 1: Pre-event proposal submission

Step 1	Look through the form on https://go.gov.sg/cibgrowandshareform to get an idea of the information required in the form before attempting a submission. Please ensure that you have the following details ready: <ul style="list-style-type: none">- Gardening group information (including details of the planning team)- Proposed event details (proposed event date, time, location, event type and a write-up of the activity)
Step 2	Fill in the fields about general CIB group and garden information.
Step 3	<u>Grow and Share Programme Evaluation</u> As we embark on the Grow and Share initiative together, we'd like to gather some initial insights from you. Your responses to the following

	<p>questions will help us understand the impact of this initiative and shaping the CIB programme.</p> <p>We seek your help to complete the survey as accurately as possible.</p>
<p>Step 4</p>	<p>Complete details on event proposal(s). Please note that you can submit up to three event proposals per form.</p> <p>Note:</p> <ul style="list-style-type: none"> • Event date has been restricted to dates between 13 March to 15 November 2025 for Grow and Share period. • If you wish to submit more than three event proposals, please submit the information via a new form. You can contact your CIB district manager for the form as required.
<p>Step 5</p>	<p>You will be asked if you would like to collect a Grow and Share starter pack. If you are keen on receiving the pack, select yes. The CIB team will contact you with more information on how to collect the starter pack.</p> <p>Please note that each gardening group is only entitled to one pack regardless of number of events organised.</p>
<p>Step 6</p>	<p>Once you have completed the pre-event proposal section, scroll past all the greyed-out fields in the form. These are for post-event reporting and do not need to be completed at this stage.</p> <p>Click 'Submit now' to complete the pre-event form submission.</p>  <p>The screenshot shows a form interface with several sections. On the left, there are labels for 'Start of Section A', 'Programme evaluation', 'Proposed event details', 'Submit your form', 'End of Section A', 'Start of Section B', 'Post-event details', 'Post-programme evaluation', and 'End of Section B'. On the right, there are four unchecked checkboxes: 'Wellness (e.g. exercise in the garden)', 'Community care (e.g. harvest sharing with seniors)', 'Artistic (e.g. garden craft workshop)', and 'Others'. Below these is a greyed-out input field. At the bottom, there is a dark green button labeled 'Submit now'.</p> <p>Your form will be routed to NParks(CIB team) for confirmation of details.</p>

Section 2: Confirmation by NParks

Note	<p>Confirmation of event proposal meets the Grow and Share criteria by NParks (CIB team)</p> <p>At this stage, NParks (your CIB district manager) might reach out to you for more information on your event.</p>
	<p>After NParks confirms that your event proposal meets the Grow and Share criteria, you will receive an email from FormSG<info@mail.form.gov.sg>.</p> <p>DO NOT DELETE THIS EMAIL.</p> <p>You will need to use this link to submit your post-event details after your event has been completed.</p> <p>Example of the email:</p> <div data-bbox="360 801 1003 1641" data-label="Image">A screenshot of an email from FormSG. At the top is the FormSG logo. Below it is the subject line: "Review and complete your part of Community In Bloom - Grow and Share Event Proposal Submission." Underneath, it says "Response ID 67c135c9053a9f5e61675360". There is a large blue button that says "Click to review and complete". Below the button, it says "If you are having trouble with the button above, copy and paste the link below into your browser:" followed by a long URL: "https://form.gov.sg/67582db988c57127654a2870/edit/67c135c9053a9f5e61675360?key=TLt2nSEoPRYHtC%2B1NBHPbhPM7FGIBp2VBYCOcrkj0H4%3D".</div>
	<p>Click on 'Click to review and complete' to review your submitted event details.</p>
	<p>No action is needed on your end <u>until after the event has been completed.</u></p>

	If you would like to make amendment to the form, please contact your CIB district manager or write in to us via communityinbloom@nparks.gov.sg .
	On the event day, take photos of the activities and the participants.

Section 3: Post-event reporting submission

We recommend completing this step when all your planned events have been carried out.

Step 1	Once your event(s) have been completed, go back to the email from FormSG< info@mail.form.gov.sg > and click on 'Click to review and complete' button.
Step 2	<p>Update the event details and upload:</p> <ol style="list-style-type: none"> 1. A screenshot of your social media post 2. Photo(s) or photo collage from your event <p>Please note that you can only submit details for up to three event per form.</p> <p>If you have more than three events, please use the separate link provided in your pre-event proposal confirmation email to submit your additional event details.</p> <p>If you did not submit pre-event proposal details but still wish to count this event in the Grow and Share initiative, please contact your district manager to clarify on the next steps.</p>
Step 3	<p>Grow and Share post-event Programme Evaluation</p> <p>Now that you've completed your Grow and Share event(s), we'd love to hear about your experience. Your feedback is crucial in helping us assess the impact of this initiative.</p> <p>We seek your help to complete the survey as accurately as possible.</p>
Step 4	<p>NParks (CIB team) will review your submission.</p> <p>Thank you for participating in the Grow and Share initiative!</p>